



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Recommended 1993-94 Operating Budget Reductions

MEETING DATE: September 1, 1993

PREPARED BY: Assistant City Manager

RECOMMENDED ACTION: That the City Council adopt the recommended budget adjustments shown in Exhibit B hereto.

BACKGROUND INFORMATION: The background to the information is presented in Exhibit A.

At the "Shirtsleeve" session of Tuesday, August 24, 1993, there were comments made relative to some of the budget reductions. Based on those comments, staff presents adjustments to the recommendations as follows:

- 1) Restore \$250 to auto allowance in City Clerk's office.
- 2) Restore \$1,500 to K-9 supplies in Police Department.
- 3) Restore \$3,500 to donations to the Arts.

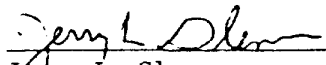
If the Council wishes to restore the funds to the Chamber of Commerce, the San Joaquin Partnership, and the Lodi Downtown Business Association, there are sufficient reductions elsewhere and increased revenue to cover the \$5,200 total for those three agencies.

One Councilmember expressed concern with regard to the reclassifications. Staff feels very strongly that each of these is necessary and justified. In each case where there is a recommended upgrade, the incumbent has been asked to assume duties and responsibilities above those normally assigned to that classification. By the same token, in the one case of a downward reclassification, we anticipate assigning less complex duties. This is certainly the prudent thing to do. It is consistent with upgrading positions with more responsibilities.

Attached are justifications for each of the recommended reclassifications (Exhibit C).

FUNDING: 1993-94 Budget.

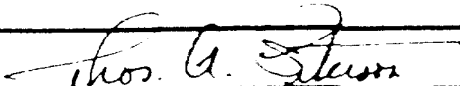
Respectfully submitted,


Jerry L. Glenn

Assistant City Manager

Attachments

APPROVED



THOMAS A. PETERSON
City Manager



recycled paper

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CITY COUNCIL SHIRTSLEEVE SESSION COMMUNICATION

EXHIBIT A

DATE OF SHIRTSLEEVE SESSION: August 24, 1993

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To: Honorable Mayor and Council Members

From: Assistant City Manager

Date: August 18, 1993

Subj: 1993/94 Budget Reductions

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RECOMMENDED ACTION: The City Council consider the attached recommended budget reductions for 1993-94 fiscal year.

BACKGROUND INFORMATION: When the City Council adopted the 1993-94 budget, it was with the understanding that that document was an interim budget. The State of California had just adopted its budget, but the fiscal impact on the City of Lodi was not fully known. The Council directed staff to prepare further modifications to the budget in order to keep the City of Lodi fiscally sound.

Last week we were notified by the County Tax Collector that the City of Lodi received \$90,000 more in Property Tax than was due. In order to rectify that situation, the County will withhold from the City the \$90,000 in 1993-94. Therefore, it was necessary to find an additional \$90,000. The recommendations contained herein provide for those additional sums. It also takes into consideration an adjustment in unemployment insurance costs for part-time employees, some necessary reclassifications that were not included in the budget and a \$31,000 rebate from Standard Insurance Company for good experience in the City's group health coverage.

These recommendations do not consider the reduction of any permanent, full-time positions that are filled. There are three recommended staffing reductions: a Park Ranger, an undetermined clerical position, and a contract position in the Engineering Division. There is presently a vacancy of a Senior Park Ranger. We propose filling that position, eliminating the Park Ranger position, and adding additional part-time hours. This will provide the same level of coverage the City has enjoyed for the last year. We have a vacancy of Department Secretary and have received notification that an Administrative Clerk II will be leaving the City. We are looking at means of reassigning personnel to provide the necessary coverage and will eventually eliminate one position in the City organization or generate sufficient savings through attrition and the hiring freeze to offset that cost. The Traffic Engineering Assistant position is filled with a contract employee working on an hourly basis.

Included in this proposal are a number of reclassifications which would normally have been done when the budget was initially presented to the City Council. Council will recall we were in negotiations with the bargaining units asking

them to forgo negotiated salary increases. We discussed the ramifications of reclassification with them. It was their contention that they could not negotiate no increases for most of the employees and then agree to upgrades for a select group of employee. Each one of the recommended reclassifications is the direct result of employees assuming more responsibilities and more complex duties as a result of budget reductions or increased responsibilities assigned.

Staff is recommending that \$45,500 be transferred from the Long Term Disability Fund. The City is self-insured in this area and has sufficient reserves to cover any anticipated costs during this fiscal year; therefore, we propose transferring an amount equal to one year's premium to the General Fund.

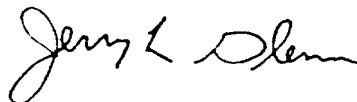
A portion of the recommended reductions comes from reductions in contributions made by the City to other organizations. Recommended is a \$2,500 reduction in the contribution to the San Joaquin Partnership and to the Chamber of Commerce; a \$200 reduction to the Lodi Downtown Business Association, and a \$3,500 reduction in contributions to the Lodi Arts Commission. Representatives of those organizations have been notified of the Tuesday, August 24 "Shirtsleeve" meeting so they may present comments to the City Council. The remaining savings are the result of further belt-tightening, putting off the acquisition of certain data processing hardware, and curtailing training.

These recommendations do not include any additional monies that may be received from increased adult sports fees, fees for special services from the Police and/or Fire Departments, Encroachment permits, or any other revenue enhancements.

The recommended reductions are more than the \$400,000 needed this year. This is in recognition that the State is backfilling a portion of the \$600,000 reduction in property tax with some one-time money. These reductions will give us a head start in covering any short fall the City may experience next year.

FUNDING: None required.

Respectfully submitted,



Jerry L. Glenn
Assistant City Manager

Reductions 1993/94 Budget
SUMMARY

EXHIBIT B

FUNCTION	AMOUNT
ADMINISTRATION	\$7,405
CITYWIDE ACTIVITIES	\$141,385
COMMUNITY DEVELOPMENT	\$3,440
FINANCE	\$21,990
POLICE	\$31,775
FIRE	\$500
PARKS AND RECREATION	\$33,185
PUBLIC WORKS	\$50,875
ELECTRIC	\$168,400
TOTAL	\$458,955

Reductions 1993/94 Budget
Administration

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
10-001.1	316 Auto Allowance	\$250
10-035.1	315 Conferences	\$500
10-040.1	315 Conferences	\$905
10-040.1	399 Supplies NOC	\$300
10-040.1	501 Office Equipment	\$250
10-020.6	Chamber of Commerce	\$2,500
10-020.6	Partnership	\$2,500
10-020.6	LDBA	\$200
Total		\$7,405

Adjustment 1993-94 Budget
City Wide Activities

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
27-020.03	Transfer from LTD Fund	\$45,745
Various	Adjust Unemployment Insurance costs	(\$8,535)
10-020.5	343 Property Insurance	\$4,000
	Life Insurance Rebate	\$31,000
	Subtotal	\$72,180

Reclassifications 1993/94 Budget

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
Sewer Fund	From: Plant & Equipment Mechanic To: Sr. Plant & Equipment Mechanic	(\$2,570)
Water Fund	From: Plant & Equipment Mechanic To: Sr. Plant & Equipment Mechanic	(\$2,570)
10-302.1	From: Engineering Technician II To: Sr. Engineering Technician	(\$2,465)
10-040.3	From: Administrative Clerk II To: Risk Management Technician	(\$1,595)
10-531.1	From: Building Maint. Worker To Building Service Worker	\$8,080
	335 Contract Services	(\$10,000)
	Subtotal	(\$11,120)

Position Reductions
1993-94 Budget

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
UNKNOWN	Clerical Position (9 months) Partime Hours	\$23,825 (\$8,000)
10-201.01	Batt. Chief 3 months	\$19,295
10-752.08	Eliminate Prks Range	\$38,105
10-752.08	Add Partime Hours	(\$15,000)
10-302.1	Eliminate Traffic Eng. Assist. (Cartwright)	\$22,100
	Subtotal	\$80,325
TOTAL		\$141,385

Reductions 1993/94 Budget
Community Development

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
10-045.02	102 Overtime	\$1,040
10-045.02	313 Software	\$1,500
10-045.02	350 Tires and Tubes	\$400
10-045.02	358 Training	\$500
Total		\$3,440

Reductions 1993/94 Budget
Finance

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
10-050.01	102 Overtime	\$190
10-050.05	102 Overtime	\$200
10-050.05	103 Parttime	\$4,400
10-050.07	103 Parttime	\$1,800
10-050.02	313 Software	\$3,000
10-050.02	334 Repairs to Bldgs	\$500
10-050.02	359 Small Tools	\$250
10-050.03	313 Software	\$5,000
10-050.05	315 Collection Conference	\$500
10-050.06	315 AS 400 Tech. Seminar	\$4,000
10-050.06	358 Training	\$1,000
10-050.07	315 Public Parking Conference	\$750
10-050.07	358 Parking Seminar	\$400
Total		\$21,990

Reductions 1993/94 Budget
Police

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
10-103.1	102 Reduce Overtime 5%	\$275
10-103.2	102 Reduce Overtime 5%	\$13,500
10-103.3	102 Reduce Overtime 5%	\$3,000
10-103.1	301 Printing	\$500
10-103.1	306 Safety Equipment	\$2,000
10-103.1	307 Office Supplies	\$1,000
10-103.1	313 Software	\$9,000
10-103.1	323 Professional Services	\$500
10-103.1	352 Dept. Materials	\$1,000
10-103.1	355 General Supplies	\$1,000
Total		\$31,775

Reductions 1993/94 Budget
Fire

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
10-201.01	399 Supplies NOC	\$500
Total		\$500

Reductions 1993/94 Budget
Parks and Recreation

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
10-702.01	103Partime Playgrounds	\$4,000
10-702.02	103Partime Teen Sports	\$10,000
10-702.03	103Partime Misc. indoor/outdoor	\$1,685
10-702.04	103Partime Acquatics	\$10,000
10-752.01	352 Special Dept. Materials	\$3,000
10-752.01	359 Small Tools	\$500
10-752.03	359 Small Tools	\$4,000
Total		\$33,185

Reductions 1993/94 Budget
Public Works

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
10-351.1	103 Partime	\$4,040
10-351.1	104Severance Pay	\$6,370
10-351.1	335 Reduce Janitorial City Hall & Police	\$5,400
10-302.1	307 Office Supplies	\$700
10-302.1	313 Software	\$2,000
10-302.1	358 Training	\$500
10-503.4	352 Special Dept. Materials	\$4,500
10-503.5	352 Special Dept. Materials	\$200
10-503.6	520 Spraying Contract	\$1,500
10-503.8	520 Lane striping	\$2,500
10-503.9	331 Repairs to Machinery	\$1,700
10-503.9	335 Maint Contracts	\$2,500
10-503.9	352 Special Dept. Materials	\$1,500
10-504.1	352 Parking lot repaint	\$1,000
Total General Fund		\$34,410
17-403.1	103 Partime Clerical	\$4,550
17-403.1	103 Summer Help	\$2,800
Total Sewer Fund		\$7,350
18-451.03	103 Water Conservation - Parttime Clerica	\$1,890
18-451.03	301 Printing	\$200
18-451.03	352 Special Materials	\$600
18-451.03	358 Training	\$75
18-455.01	103 Summer Help	\$5,600
18-455.01	352 Dept. Materials	\$750
Total Water Fund		\$9,115
TOTAL PUBLIC WORKS		\$50,875

Reductions 1993/94 Budget
Electric

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
16-601.01	323 Professional Services	\$20,000
16-601.01	623 Refunds	\$72,400
16-604.09	324 Transportation (carry over)	\$36,000
16-604.09	511 Transformers (carryover)	\$40,000
Total		\$168,400

PUBLIC WORKS DEPARTMENT
WATER/WASTEWATER DIVISION

SUPPLEMENTAL BUDGET
REQUEST
1993 - 1994

EXHIBIT C
RECLASSIFICATION SENIOR
PLANT EQUIPMENT
MECHANIC (2)

Fund Code: 17-18

Account Code: Various

Object Code: 101

☒ NEW Item or Program

☐ REPLACEMENT

Life Expectancy - N/A

Cost * \$4,930
(\$2,465/yr. Each x 2)
Miscellaneous
Tax
Trade-in

Total Cost \$4,930

JUSTIFICATION:

Reclassification is requested for two of the City's four Plant and Equipment Mechanics. Currently two mechanics are assigned to the Municipal Service Center. These mechanics specific duties are operation and maintenance of the twenty-four water wells, stand-by generators, chlorination systems, one Granulated Activated Carbon System and related equipment. Additionally, they maintain the sanitary sewer and industrial lift stations and storm pumping facilities. They will in the very near future be overseeing the operation and maintenance of possibly two more Granulated Activated Carbon Systems (GAC) at various wells (DBCP dilemma).

Additionally, the Mechanics trouble shoot reported problems in the water and wastewater systems to determine if a City or customer problem exists. The Mechanics are also responsible for locating all underground utilities (water, sewer, storm facilities) prior to any construction by homeowners and/or contractors.

Two other Plant and Equipment Mechanics are assigned to the White Slough Water Pollution Control Facility. These Mechanics do all phases of maintenance and repair a multitude of equipment and appurtenances at White Slough.

The current practice is a rotational schedule that moves all four Plant and Equipment Mechanics every 4 to 6 months between the MSC and White Slough.

Division management believes that due to the growing sophistication of both areas (Wells and White Slough) that it is unwise to continue a complete rotation.

It is our recommendation that two Plant and Equipment Mechanics be reclassified to Senior's and one be assigned to the MSC and the other to White Slough. This would give the Division continuity and reduce potential errors and oversites that have occurred. There would then be one person responsible for each area and responsible for assigning and following up on work.

* 7½% above existing Plant and Equipment Mechanic (For Budget purposes only).

PUBLIC WORKS DEPARTMENT
ENGINEERING

SUPPLEMENTAL BUDGET
REQUEST
1993 - 1994

ENGINEERING DIVISION -
ENGINEERING TECHNICIAN
I/II TO SENIOR
ENGINEERING TECHNICIAN

Fund Code: See below

Account Code: 301.01

Object Code: 100 Series

NEW Item or Program

XX REPLACEMENT

Life Expectancy - N/A

Cost \$ 5,972

Misc. \$

Tax \$

Trade-in \$

Total Cost \$ 5,972

JUSTIFICATION:

This request is for the reclassification of the Engineering Technician I/II in the Development Services Section to a Senior Engineering Technician level.

This request for reclassification was made this year (see attached materials) and, at the direction of the City Manager, has been included as a supplemental request in this year's budget.

FUNDING:

The total cost of this reclassification is \$4,998 in salary and \$974 in fringe benefits. Approximately 40% of this cost will be applied to engineering fee revenue. Thus, the net cost to the General Fund, including fringe benefits, is \$3580.



MEMORANDUM, City of Lodi, Public Works Department

To: City Manager
From: Public Works Director
Date: February 12, 1993
Subject: Jeannie Matsumoto, Engineering Technician III Reclassification

The Public Works Department recently asked the Personnel Department to evaluate Ms. Matsumoto's job duties for possible reclassification. We indicated this subject has been discussed for a number of years in the context of the entire Engineering Division and has been repeatedly put on hold. Of all the positions in this Division, her duties, in our minds, are clearly the most out of line with her classification. The response we received consisted of memos from the Personnel Director and you stating that reclassification studies were to be put on hold and any exceptions must be approved by you. We are requesting such an exception for the following reasons:

- 1) Ms. Matsumoto's duties involve subdivision plan checking and encroachment permit/counter work. Under any reorganization, these duties will still be there. The alternative is to use an engineer as we did many years ago.
- 2) Her performance of these tasks is not the result of unfilled vacancies or any other temporary circumstance.
- 3) The Division has one full-time equivalent position filled by a contract employee, which will be vacated this summer. Thus, we will have some additional flexibility in reorganizing, if necessary.
- 4) These tasks are one of the few General Fund positions largely funded by fees. As such, we have an obligation to staff it properly.
- 5) Last, and probably most important, it is the right thing to do. As noted in our previous memo (copy attached), this subject has been discussed for over two years. Ms. Matsumoto is not the kind of person to shirk duties or complain formally. We know she is upset by this situation and has spoken to her supervisors on many occasions about her situation. Whether we have four hundred employees or three hundred, it is important we treat them fairly. With possible reductions in staff, it will be even more important that the employees who are left feel they are being treated fairly.

We urge you to approve this request and direct the Personnel Department to proceed with this study.


Jack L. Ronsko
Public Works Director

JLR/RCP/am

attachment

cc: Personnel Director
Assistant City Engineer

bcc: Jeannie Matsumoto
ENGTECH.DOC

2/12/93

MEMORANDUM, City of Lodi, Public Works Department

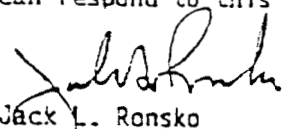
TO: Personnel Director
FROM: Public Works Director
DATE: January 25, 1993
SUBJECT: Reclassification of Engineering Technician II

Our Engineering Technician II in the Engineering Development Services Section, Jeannie Matsumoto, has requested her position be reclassified to Senior Engineering Technician. Jeannie feels she is working out of her classification based on the typical duties she has been performing for the last few years. She is the main Public Works permit counter person, issues most encroachment permits, checks subdivision plans and maps and confers directly with the engineers preparing these items.

This is not the first time Jeannie has discussed a reclassification with us. In the past, our response has been that we hoped to evaluate all the engineering positions at one time. In both the 1991/92 and 1992/93 budget submittals, we proposed an Engineering Division classification study and included a specific recommendation for the upgrading of this position. While we still feel this overall classification study should be done, we feel that in fairness to Jeannie Matsumoto, who has been very patient in this regard, and in light of the items she pointed out in the job specifications, the City should act on this request.

The specifications involved are attached. The Engineering Technician I/II specification contains little reference to development review duties. The Senior Engineering Technician specification clearly covers many of Jeannie's duties. In checking with other agencies, it appears these duties are usually handled by a "senior-type" technician or an engineer. We also noted that most agencies have more than the three levels of subprofessional classifications Lodi has.

Please review this situation and let us know how you wish to proceed so we can respond to this request.


Jack L. Ronsko
Public Works Director

JLR/RCP/lm

Attachments

cc: Assistant City Engineer
Engineering Technician II

MPER9301/TXTM.02M

P.S. I've also attached our 1992-93 supplementary budget request related to this reclassification
JLR

ENGINEERING TECHNICIAN I
ENGINEERING TECHNICIAN II

DEFINITION

Performs sub-professional engineering office and field work involving surveying, drafting, minor inspection and design. This is a flexibly staffed class series in that a I level position may reasonably expect to progress to the II level with training and satisfactory performance.

DISTINGUISHING CHARACTERISTICS

Engineering Technician I - This is the entry level for the sub-professional engineering class series. Positions in this class are distinguished from the Engineering Technician II class in that they are not expected to be familiar with a broad range of subprofessional engineering functions but are expected to perform assigned duties responsibly given necessary training. As incumbents gain experience in the position, they progressively acquire the knowledge and abilities of the Engineering Technician II.

Engineering Technician II - This is the journey level class in the sub-professional engineering class series. Positions in this class are distinguished from the Engineering Technician I class in that they perform a broader range of sub-professional engineering tasks and are familiar with numerous office and field tasks. They are distinguished from the Senior Engineering Technician in that they are not expected to possess extensive, specialized knowledge in one or more engineering areas and do not regularly exercise indirect supervision over subordinates. Positions in this class normally are filled from the I level.

SUPERVISION RECEIVED AND EXERCISED

Engineering Technician I

Receives immediate supervision from higher level sub-professional engineering positions and from professional engineers.

Engineering Technician II

Receives general supervision from a Senior Engineering Technician and professional engineering positions.

Occasionally exercises indirect supervision of a technical nature over Engineering Technician I's, usually by assisting in their training.

CITY OF LODI
Engineering Technician I
Engineering Technician II (Continued)

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Office

Uses drafting instruments; performs design work on less complex public works projects.

Prepares rough layouts, drawings, diagrams, and plans for public works projects.

Performs the computing and drafting operations involved in reducing field survey notes.

Calculates distances, ties, angles, area, stations, traverses, closures and construction quantities.

Lays out, draws, inks, traces, checks, and keeps maps up to date.

Refers to public records to obtain information necessary for projects.

Takes traffic counts and surveys.

Takes simple survey notes, does such engineering drawing as tracing maps and simple construction plans and diagrams.

Draws details from rough layouts of drawings.

Letters either freehand or with the aid of mechanical lettering devices.

Assists in maintaining drafting supplies.

Copies data, computes areas and tabulates readings.

Makes mathematical computations.

Operates blueprint machine.

Field

Operates transits and levels to determine distances, layout curves and establish ties in the preparation of a variety of preliminary locations, construction, property, and other survey work.

May serve as a working survey party chief working with subordinates in the observation, computing and recording of field data.

Determines lines, angles, distances, elevations, and keeps field notes of readings and observations.

Cleans and adjusts survey instruments.

CITY OF LODI
Engineering Technician I
Engineering Technician II (Continued)

EXAMPLES OF DUTIES

Field

Calculates cuts and fills for pipe and street work.

Takes relative compaction tests.

Serves as rodman or chairman in performing supervised work with an engineering survey party in the field.

In a training capacity, may operate transits and levels as instrumentman on the survey party.

Performs other related duties as required.

QUALIFICATIONS

Engineering Technician I

Knowledge of:

Drafting methods, techniques and equipment.

The principles and uses of algebra, geometry, and trigonometry.

Elementary engineering survey principles and practices.

Ability to:

Do simple drafting neatly and accurately.

Solve problems and make computations using algebra, geometry, and trigonometry.

Follow oral and written directions.

Experience and Education

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Experience:

No related working experience.

Education:

Completion of high school or its equivalent supplemented by courses in algebra, geometry, trigonometry, and mechanical drawing.

CITY OF LODI
Engineering Technician I
Engineering Technician II (Continued)

Licenses and Certificates

Possession of a valid Driver's License issued from the California Department of Motor Vehicles.

Engineering Technician II

In addition to the requirements of the Engineering Technician I:

Knowledge of:

Nomenclature, symbols, methods, practices, techniques, and instruments used in drafting, mapping, and surveying.

Ability to:

Perform a variety of office and field sub-professional engineering work.

Collect and analyze data.

Prepare neat and accurate construction plans, drawings and diagrams.

Interpret engineering maps, plans, construction standards and legal descriptions.

Understand and apply laws, rules and regulations.

Operate computers and learn various software programs.

Experience and Education

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Experience:

Two years of sub-professional engineering office or field work.

Education:

Completion of high school or its equivalent supplemented by courses in drafting, trigonometry, and surveying.

Licenses and Certificates

Possession of a valid Driver's License issued from the California Department of Motor Vehicles.

Senior Engineering Technician

DEFINITION:

Under general supervision, performs advanced technical, sub-professional office and field work involving design, surveying, computers, development services, traffic or other technical engineering services; performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is a lead or specialist level in the sub-professional, engineering class series. Positions in this class are distinguished from the Engineering Technician II class in that they perform the most difficult and complex engineering support work and may provide lead direction and training to other engineering staff.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from professional level engineers. May provide lead direction over engineering technicians and others as assigned.

EXAMPLES OF DUTIES: Duties may include but are not limited to the following; depending upon engineering assignment.

Performs complex drafting and mapping assignments using manual or computer-aided methods; prepare layouts, plans, specifications and other designs for various public works projects from engineer's instructions and notes.

X Checks parcel and subdivision maps for compliance with codes, policies and procedures; determines and lays out controls for aerial photogrammetry.

Reduces survey field notes, prepares quantity take-offs, material quantities and other engineering tasks using a programmable calculator; maintains and updates accurate records, survey data and progress reports.

Performs topographic surveying, using electronic equipment, setting lines, grades and taking measurements.

Performs construction staking based on plans and technical directions of project engineer.

May plan, monitor, evaluate work and train subordinate technicians, depending on assignment.

Provides technical support to traffic engineer by conducting field and office studies, assessing speed limits, traffic counts, vehicular and pedestrian volumes, parking data and traffic controls.

Analyzes traffic and accident data from field studies and computerized information, plotting then on maps and assists the traffic engineer in determining improvements.

Prepares layouts, drawings, written reports, memoranda and letters for presentation to City Council; responds to citizen complaints or inquiries.

X Researches and prepares property descriptions, annexation descriptions, easements and rights of way; processes street rights-of-way.

EXHIBIT A

Supervises the preparation of utility inventory records and maintains utility system maps.

- X Answers questions and confers with contractors, property owners, engineers and representatives of other government agencies regarding assigned areas of expertise.

Provides lead direction in the operation of microcomputers for engineering recordkeeping, graphics, surveying and other engineering applications; develops engineering applications for computerized recordkeeping using various data base software.

MINIMUM QUALIFICATIONS:

Knowledge of:

Principles, practices and terminology of varied engineering technical support work including drafting, mapping, traffic control, field inspection and field survey.

Common public works construction methods and materials, and inspection.

Principles of algebra, geometry and trigonometry.

Computer applications related to engineering mathematics of drafting problems; principles and techniques of data base management.

Standard office practices and procedures.

Data collection and analyses methods.

Ability to:

Plan, assign, review and train others in work procedures.

Perform technical engineering support work in a variety of areas.

Use drafting tools and equipment and prepare skilled layouts, maps and graphic materials.

Analyze technical engineering and statistical information, evaluate alternatives and make sound recommendations.

Maintain records and prepare clear and concise reports and correspondence.

Make accurate field inspections.

Establish and maintain effective working relationships.

EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education:

Completion of high school or its equivalent supplemented by courses in drafting, surveying, and computer science.

Experience:

Three years of sub-professional engineering office or field work, including design, survey, traffic or inspection.

College level courses in Civil Engineering, hydraulics, statistics, surveying or graphics can be substituted on a year for year basis for up to two years of experience.

LICENSES AND CERTIFICATES:

Possession of an appropriate, valid Driver's License from the California Department of Motor Vehicles.

RECLASSIFICATION OF ADMINISTRATIVE CLERK II
TO RISK MANAGEMENT TECHNICIAN
1993/94 BUDGET

When the position of Administrative Clerk II was created in the City Manager's office in 1990, it was difficult to fully delineate its complete scope of responsibilities. This position acquired responsibilities for administration of workers' compensation and general liability programs at its inception. These responsibilities were transferred from the Personnel, City Clerk and City Attorney offices. Initially, this position performed secretarial duties. However, these responsibilities rapidly increased to include more pro-active efforts towards developing communication linkages between Associated Claims Management, Inc., Insurance Consulting Associates, departments, attorneys, physicians and City Administration. This position also played a role in developing systems designed to streamline work flow and reduce claims.

In addition to its risk management function, this position also has solid waste management responsibilities which include processing of refuse rate reduction applications, preparing agenda and minutes for the Solid Waste Management Task Force meetings, answering innumerable inquiries from residents regarding use of the new collection system and refuse fees, and communicating with California Waste Removal Systems on collection system issues.

The following qualifications are essential in order to maintain the level of service which has developed. A working knowledge of the practices and procedures of workers' compensation third party administrators is a must. An ability to decipher legal documents, meet legal deadlines and knowledge of the legal system is also essential.

The ability to simply perform clerical tasks is not sufficient for this position. Workers' compensation has numerous inherent deadlines (trial dates, medical evaluation, permanent disability awards) which must be observed. Failing to take certain actions on particular dates or overlooking significant details associated with cases can translate into financial losses for the City. This position is also responsible for highly sensitive, confidential issues. These qualities are not normally found in a traditional Administrative Clerk II position.

The employee must also possess the ability to observe systems and procedures and recognize ways to improve, or replace them with superior alternatives. Third party administrators traditionally do not receive compensation on the basis of their ability to reduce the number of claims submitted to the client. In fact, the converse is often true, the greater the number, the greater their compensation. This position calls for an individual who can effect system improvements in a pro-active manner. The objective of these improvements is to reduce the number and severity of claims. This requires both technical skills as well as human relations skills. The position must be able to develop and maintain friendly working relationships with employees in order to elicit their continued cooperation.

RECLASSIFICATION OF ADMINISTRATIVE CLERK II
TO RISK MANAGEMENT TECHNICIAN - 1993/94 BUDGET
September 1, 1993
Page 2 of 2

In addition to the responsibilities of this position outlined above, many new responsibilities have been added. With the creation of the Economic Development Coordinator, several safety responsibilities have been transferred. Some of these duties include:

- SB 198/Cal-OSHA regulations
- Hearing tests/Hepatitis shots/Flu shots
- Safety committee co-chair
- Safety buck program
- Completion of safety glasses program
- United Way

On top of all this, the City is attempting to initiate a wellness effort which is necessary towards reducing the frequency and severity of injuries such as heart attacks. Other duties are also assigned to this office such as analysis of the City Code Enforcement Program.

Over the course of this position these accomplishments have been realized:

Number of litigated claims are down (only 4 in the past 12 months)

Temporary Disability hours have been reduced: 1991 8,084.50
1992 5,568.50
estimated for 1993 2,650.00

This represents a savings of approximately 67% of total temporary disability hours over the last two years. The use of temporary disability hours has several negative spin-off effects. The longer an employee is away from work, the greater the probability that other costs such as medical treatment will escalate. The containment of temporary disability hours is a keystone of the entire workers' compensation system. To keep these number under control, it is imperative that the City maintain its current level of effort.

There is widespread agreement in the State of California that the workers' compensation and general liability systems are out of control. This situation, especially regarding workers' compensation claims, is damaging not only to cities which must incur huge losses, but also to applicants. In worst cases, employees can become entangled in a ponderous system which demands a great deal of their time, energy and effort. This position helps to facilitate and simplify the complex system we must manage. By explaining workers' compensation laws, practices, and procedures regarding litigated and non-litigated claims to employees, the level of communication has increased and misconceptions regarding this system have been reduced.



MEMORANDUM, City of Lodi, Public Works Department

To: City Manager
City Council

From: Public Works Director

Date: September 1, 1993

Subject: Reclassification of Building Maintenance Worker to Building Service Worker

The recommended reclassification is solely for the purpose of saving the City money.

In the Building Maintenance series, there are the following three job classifications:

Senior Building Maintenance Worker
Building Maintenance Worker
Building Service Worker

A Senior Building Maintenance Worker position and a Building Maintenance Worker position are presently assigned to Public Works. The person filling the Senior Building Maintenance Worker position retired August 6, 1993. In an effort to save the City money, it is recommended that the Building Maintenance Worker position be downgraded to a Building Service Worker position. Copies of the three Building Maintenance classifications are attached. It is our feeling that we can accomplish the same work without working anyone out of class by using a Senior Building Maintenance Worker and a Building Service Worker.

We also put together an inventory of all of the HVAC systems in all departments within the City and found that very few of these systems are receiving the proper, if any, preventative maintenance. We are, therefore, recommending an increase in our Operations and Maintenance Account of \$2,000 to have a preventative maintenance program developed for all of the major HVAC systems. As part of this preventative maintenance, the Public Works Department would be taking over all of the preventative maintenance for HVAC systems at Hutchins Street Square.

Our Department also found recently that the major repairs of the newer HVAC systems, because of their complexity and the use of solid-state electronics, cannot be maintained by in-house personnel. We are, therefore, recommending an additional \$8,000 be placed in the Operations and Maintenance Account for contracting out major HVAC repairs.

The total change recommended in the 10-531.01 Building Maintenance Account is as follows:

Reclassification of Building Maintenance Worker to Building Service Worker	(\$8,080)
Contract services (335)	
Development of HVAC preventative maintenance program	2,000
Contract repairs	<u>8,000</u>
TOTAL	\$1,920


Jack L. Ronsko
Public Works Director

JLR/lm

attachments

cc: Building and Equipment Maintenance Superintendent

RECLASS DOC

SENIOR BUILDING MAINTENANCE WORKER

DEFINITION

Performs a variety of maintenance tasks involving carpentry, plumbing, electrical, heating and cooling, construction, and repair skills; assumes significant responsibility for general maintenance for City of Lodi buildings and facilities.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the building maintenance class series. Positions in this class performs the most technically complex maintenance tasks not performed by an outside contractor. It is distinguished from the Building Maintenance Worker by the extent of technical knowledge and by having lead worker responsibility in the performance of duties.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Building and Equipment Maintenance Superintendent, or Parks Supervisor.

Exercises technical and functional supervision over the Building Maintenance Worker or other subordinate classes.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Public Works

Responsible for maintenance tasks for City Hall, Public Safety Building, Municipal Service Center, and other City buildings.

Coordinates and oversees contracting of major maintenance jobs; processes purchase orders for contractor payments.

Conducts daily inspections on performance of contract janitorial service.

Prepares annual building maintenance accomplishment report.

Adjusts H.V.A.C. controls, calibrates pneumatic thermostats and controls.

Conducts daily inspection of heating and air cooling systems.

Replaces lights, ballasts, and fixtures.

Repairs locks, cuts keys, and rekeys locks.

Repairs roofs, plumbing, and electrical systems.

Restacks janitorial supplies.

CITY OF LODI
Senior Building Maintenance Worker (Continued)

Public Works

Does preventive maintenance on heating and cooling systems; repairs systems.

Installs, modifies, and repairs automatic fire systems, master time clocks, electrical control, valves, electric motors, and filtering systems.

Reads and interprets plans and specifications on new and existing structures.

Insures an adequate inventory of materials, supplies, parts and equipment for the Section's total work program.

Repairs walls, baseboards; paints buildings.

Performs related duties as required.

Parks

Installs and repairs automatic sprinkler system, control clocks, electric control valves, sprinkler heads, and pipe lines.

Repairs electric motors, replaces bearings and pump seals.

Reads and interprets blue prints for new structures; installs wiring, sprinkling systems, does concrete work, painting, stucco work, restroom fixtures, and tile work.

Installs and maintains scoreboards for football and baseball.

Installs and repairs drinking fountains, sewage lines, gas lines, water heaters, sinks, toilets, urinals, filtering systems, chlorine machine for swimming pools, and heaters for swimming pools.

Constructs and maintains sun shades, bleachers, benches, cyclone fence, gates, backstops for ball diamonds, bar-be-ques, and play ground equipment.

Does cement work, places forms, orders amount needed for curbing or building shade area.

Repairs windows, doors, plumbing, electric outlets, and water mains.

Constructs and maintain power course.

Performs related duties as required.

QUALIFICATIONS

Knowledge of:

Fundamentals of carpentry, plumbing, electrical systems and machinery.

CITY OF LODI
Senior Building Maintenance Worker (Continued)

Knowledge of:

Basic maintenance and repair procedures, and trouble-shooting techniques.

Mechanics of heating and cooling systems.

Purposes and uses of numerous hand tools and power equipment.

A variety of construction and finishing materials.

Basic construction methods.

Building Code requirements.

Contracting and subcontracting practices and procedures.

Ability to:

Perform a variety of construction, maintenance, and repair tasks.

Perform technically complex maintenance tasks.

Read and interpret building construction plans.

Operate a variety of hand tools and power equipment.

Utilize testing Equipment (i.e., Amp Probes, Multi-meters, electronic temperature analyzer, refrigeration manifold gauges, mercury manometer, RPM indicator, etc.).

Work in an organized, neat, and safe manner.

Communicate effectively, orally and in writing.

Experience and Education

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Experience:

Five years experience in the building construction maintenance or machinery trades.

Education:

Completion of high school or its equivalent.

Licenses or Certificates

Possession of a valid Driver's License issued from the California Department of Motor Vehicles.

BUILDING MAINTENANCE WORKER

DEFINITION

Performs a variety of maintenance tasks involving carpentry, plumbing, electrical, heating and cooling, construction, and repair skills; regularly inspects the condition of City buildings and facilities; responds to calls for maintenance service.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the building maintenance class series. It is expected to perform a variety of maintenance tasks and is distinguished from the Building Service Worker in the technical complexity and diversity of those tasks. It is distinguished from the Senior Building Maintenance Worker in that it does not perform the most technically complex maintenance work and does not have major supervisory responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level maintenance positions.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Public Works

Conducts daily inspections of heating and air cooling systems.

Replaces lights, ballasts, and fixtures.

Repairs locks, cuts keys, and rekeys locks.

Repairs roofs, plumbing, and electrical systems.

Does preventive maintenance on heating and cooling systems; repairs systems.

Repairs walks, baseboards; paints buildings; performs cabinetry work.

Performs related duties as required.

Parks

Installs and repairs automatic sprinkler system, control clocks, electric control valves, sprinkler heads, and pipe lines.

Repairs electric motors, replaces bearings and pump seals.

CITY OF LODI
Building Maintenance Worker (Continued)

EXAMPLES OF DUTIES

Parks

Reads and interprets blue prints for new structures; installs wiring, sprinkling systems, does concrete work, painting, stucco work, restroom fixtures, and tile work.

Installs and maintains scoreboards for football and baseball.

Installs and repairs drinking fountains, sewage lines, gas lines, water heaters, sinks, toilets, urinals, filtering systems, chlorine machine for swimming pools, and heaters for swimming pools.

Constructs and maintains sun shades, bleachers, benches, cyclone fence, gates, backstops for ball diamonds, bar-be-ques, and play ground equipment.

Does concrete work, places forms, orders amount needed for curbing or building shade area.

Repairs windows, doors, plumbing, electric outlets, and water mains.

Performs related duties as required.

QUALIFICATIONS

Knowledge of:

Fundamentals of carpentry, plumbing, electrical and machinery.

Basic maintenance and repair procedures.

Purposes and uses of numerous hand tools and power equipment.

A variety of construction and finishing materials.

Basic construction methods.

Ability to:

Perform a variety of construction, maintenance, and repair tasks.

Learn technically complex maintenance tasks.

Operate a variety of hand tools and power equipment.

Work in an organized, neat, and safe manner.

Read and interpret basic blue prints.

CITY OF LODI
Building Maintenance Worker (Continued)

Experience and Education

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Experience:

Three years experience in the building construction, maintenance, or machinery trades.

Education:

None required.

Licenses or Certificates

Possession of a valid Driver's License issued from the California Department of Motor Vehicles.

BUILDING SERVICE WORKER

DEFINITION

Performs custodial, janitorial and routine maintenance work for City buildings and grounds.

DISTINGUISHING CHARACTERISTICS

Positions in this class perform a variety of tasks in the daily care and maintenance of buildings and grounds. This class is distinguished from the Building Maintenance Worker class in that it is not expected to do more than preventive maintenance for heating, cooling, and mechanical systems. Work is primarily routine custodial, preventive maintenance and light repair.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a supervisory or management position.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Performs daily building custodial duties such as cleaning, plant care, furniture moving, replacement of light bulbs, and trash removal.

Performs groundskeeping and water system maintenance.

Checks heating and cooling systems for proper operation; performs preventive maintenance such as lubrication.

Checks alarm systems and sprinkler systems.

Orders supplies.

Performs light repair work to office machines, building systems, restrooms, and furniture.

Performs related duties as required.

QUALIFICATIONSKnowledge of:

Basic maintenance procedures and mechanical principles.

Ability to:

Work independently and organize daily work.

Use and operate hand and light power tools.

CITY OF LODI
Building Service Worker (Continued)

Experience and Education

Any combination of experience and education that would likely produce the qualifying knowledge and ability.

RESOLUTION NO. 93-111

=====

A RESOLUTION OF THE LODI CITY COUNCIL
ADOPTING THE RECOMMENDED 1993-94 OPERATING BUDGET ADJUSTMENTS

=====

BE IT RESOLVED, that the Lodi City Council hereby adopts the recommended 1993-94 Operating Budget adjustments, as set forth in Exhibit A, attached hereto and incorporated herein by reference.

Dated: September 1, 1993

=====

I hereby certify that Resolution No. 93-111 was passed and adopted by the Lodi City Council in a regular meeting held September 1, 1993 by the following vote:

Ayes: Council Members -

Noes: Council Members -

Absent: Council Members -

Jennifer M. Perrin
City Clerk

RES931111/TXTA.01V

=====

CITY COUNCIL SHIRTSLEEVE SESSION COMMUNICATION

EXHIBIT A

DATE OF SHIRTSLEEVE SESSION: August 24, 1993

=====

To: Honorable Mayor and Council Members

From: Assistant City Manager

Date: August 18, 1993

Subj: 1993/94 Budget Reductions

=====

RECOMMENDED ACTION: The City Council consider the attached recommended budget reductions for 1993-94 fiscal year.

BACKGROUND INFORMATION: When the City Council adopted the 1993-94 budget, it was with the understanding that that document was an interim budget. The State of California had just adopted its budget, but the fiscal impact on the City of Lodi was not fully known. The Council directed staff to prepare further modifications to the budget in order to keep the City of Lodi fiscally sound.

Last week we were notified by the County Tax Collector that the City of Lodi received \$90,000 more in Property Tax than was due. In order to rectify that situation, the County will withhold from the City the \$90,000 in 1993-94. Therefore, it was necessary to find an additional \$90,000. The recommendations contained herein provide for those additional sums. It also takes into consideration an adjustment in unemployment insurance costs for part-time employees, some necessary reclassifications that were not included in the budget and a \$31,000 rebate from Standard Insurance Company for good experience in the City's group health coverage.

These recommendations do not consider the reduction of any permanent, full-time positions that are filled. There are three recommended staffing reductions: a Park Ranger, an undetermined clerical position, and a contract position in the Engineering Division. There is presently a vacancy of a Senior Park Ranger. We propose filling that position, eliminating the Park Ranger position, and adding additional part-time hours. This will provide the same level of coverage the City has enjoyed for the last year. We have a vacancy of Department Secretary and have received notification that an Administrative Clerk II will be leaving the City. We are looking at means of reassigning personnel to provide the necessary coverage and will eventually eliminate one position in the City organization or generate sufficient savings through attrition and the hiring freeze to offset that cost. The Traffic Engineering Assistant position is filled with a contract employee working on an hourly basis.

Included in this proposal are a number of reclassifications which would normally have been done when the budget was initially presented to the City Council. Council will recall we were in negotiations with the bargaining units asking

them to forgo negotiated salary increases. We discussed the ramifications of reclassification with them. It was their contention that they could not negotiate no increases for most of the employees and then agree to upgrades for a select group of employee. Each one of the recommended reclassifications is the direct result of employees assuming more responsibilities and more complex duties as a result of budget reductions or increased responsibilities assigned.

Staff is recommending that \$45,500 be transferred from the Long Term Disability Fund. The City is self-insured in this area and has sufficient reserves to cover any anticipated costs during this fiscal year; therefore, we propose transferring an amount equal to one year's premium to the General Fund.

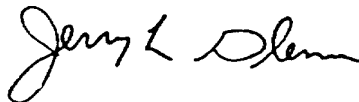
A portion of the recommended reductions comes from reductions in contributions made by the City to other organizations. Recommended is a \$2,500 reduction in the contribution to the San Joaquin Partnership and to the Chamber of Commerce; a \$200 reduction to the Lodi Downtown Business Association, and a \$3,500 reduction in contributions to the Lodi Arts Commission. Representatives of those organizations have been notified of the Tuesday, August 24 "Shirtsleeve" meeting so they may present comments to the City Council. The remaining savings are the result of further belt-tightening, putting off the acquisition of certain data processing hardware, and curtailing training.

These recommendations do not include any additional monies that may be received from increased adult sports fees, fees for special services from the Police and/or Fire Departments, Encroachment permits, or any other revenue enhancements.

The recommended reductions are more than the \$400,000 needed this year. This is in recognition that the State is backfilling a portion of the \$600,000 reduction in property tax with some one-time money. These reductions will give us a head start in covering any short fall the City may experience next year.

FUNDING: None required.

Respectfully submitted,



Jerry L. Glenn
Assistant City Manager

Reductions 1993/94 Budget
SUMMARY

FUNCTION	AMOUNT
ADMINISTRATION	\$7,405
CITYWIDE ACTIVITIES	\$141,385
COMMUNITY DEVELOPMENT	\$3,440
FINANCE	\$21,990
POLICE	\$31,775
FIRE	\$500
PARKS AND RECREATION	\$33,185
PUBLIC WORKS	\$50,875
ELECTRIC	\$168,400
TOTAL	\$458,955

Reductions 1993/94 Budget
Administration

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
10-001.1	316 Auto Allowance	\$250
10-035.1	315 Conferences	\$500
10-040.1	315 Conferences	\$905
10-040.1	399 Supplies NOC	\$300
10-040.1	501 Office Equipment	\$250
10-020.6	Chamber of Commerce	\$2,500
10-020.6	Partnership	\$2,500
10-020.6	LDBA	\$200
Total		\$7,405

Adjustment 1993-94 Budget
City Wide Activities

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
27-020.03	Transfer from LTD Fund	\$45,745
Various	Adjust Unemployment Insurance costs	(\$8,565)
10-020.5	343 Property Insurance	\$4,000
	Life Insurance Rebate	\$31,000
	Subtotal	\$72,180

Reclassifications 1993/94 Budget

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
Sewer Fund	From: Plant & Equipment Mechanic To: Sr. Plant & Equipment Mechanic	(\$2,570)
Water Fund	From: Plant & Equipment Mechanic To: Sr. Plant & Equipment Mechanic	(\$2,570)
10-302.1	From: Engineering Technician II To: Sr. Engineering Technician	(\$2,465)
10-040.3	From: Administrative Clerk II To: Risk Management Technician	(\$1,595)
10-531.1	From: Building Maint. Worker To Building Service Worker	\$8,080
	335 Contract Services	(\$10,000)
	Subtotal	(\$11,120)

Position Reductions
1993-94 Budget

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
UNKNOWN	Clerical Position (9 months) Partime Hours	\$23,825 (\$8,000)
10-201.01	Batt. Chief 3 months	\$19,295
10-752.08	Eliminate Prks Ranger	\$38,105
10-752.08	Add Partime Hours	(\$15,000)
10-302.1	Eliminate Traffic Eng. Assist. (Cartwright)	\$22,100
	Subtotal	\$80,325
TOTAL		\$141,385

Reductions 1993/94 Budget
Community Development

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
10-045.02	102 Overtime	\$1,040
10-045.02	313 Software	\$1,500
10-045.02	350 Tires and Tubes	\$400
10-045.02	358 Training	\$500
Total		\$3,440

Reductions 1993/94 Budget
Finance

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
10-050.01	102 Overtime	\$190
10-050.05	102 Overtime	\$200
10-050.05	103 Parttime	\$4,400
10-050.07	103 Parttime	\$1,800
10-050.02	313 Software	\$3,000
10-050.02	334 Repairs to Bldgs	\$500
10-050.02	359 Small Tools	\$250
10-050.03	313 Software	\$5,000
10-050.05	315 Collection Conference	\$500
10-050.06	315 AS 400 Tech. Seminar	\$4,000
10-050.06	358 Training	\$1,000
10-050.07	315 Public Parking Conference	\$750
10-050.07	358 Parking Seminar	\$400
Total		\$21,990

Reductions 1993/94 Budget
Police

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
10-103.1	102 Reduce Overtime 5%	\$275
10-103.2	102 Reduce Overtime 5%	\$13,500
10-103.3	102 Reduce Overtime 5%	\$3,000
10-103.1	301 Printing	\$500
10-103.1	306 Safety Equipment	\$2,000
10-103.1	307 Office Supplies	\$1,000
10-103.1	313 Software	\$9,000
10-103.1	323 Professional Services	\$500
10-103.1	352 Dept. Materials	\$1,000
10-103.1	355 General Supplies	\$1,000
Total		\$31,775

Reductions 1993/94 Budget
Fire

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
10-201.01	399 Supplies NOC	\$500
Total		\$500

Reductions 1993/94 Budget
Parks and Recreation

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
10-702.01	103Partime Playgrounds	\$4,000
10-702.02	103Partime Teen Sports	\$10,000
10-702.03	103Partime Misc. indoor/outdoor	\$1,685
10-702.04	103Partime Acquatics	\$10,000
10-752.01	352 Special Dept. Materials	\$3,000
10-752.01	359 Small Tools	\$500
10-752.03	359 Small Tools	\$4,000
Total		\$33,185

Reductions 1993/94 Budget
Public Works

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
10-351.1	103 Partime	\$4,040
10-351.1	104Severance Pay	\$6,370
10-351.1	335 Reduce Janitorial City Hall & Police	\$5,400
10-302.1	307 Office Supplies	\$700
10-302.1	313 Software	\$2,000
10-302.1	358 Training	\$500
10-503.4	352 Special Dept. Materials	\$4,500
10-503.5	352 Special Dept. Materials	\$200
10-503.6	520 Spraying Contract	\$1,500
10-503.8	520 Lane striping	\$2,500
10-503.9	331 Repairs to Machinery	\$1,700
10-503.9	335 Maint Contracts	\$2,500
10-503.9	352 Special Dept. Materials	\$1,500
10-504.1	352 Parking lot repaint	\$1,000
Total General Fund		\$34,410
17-403.1	103 Partime Clerical	\$4,550
17-403.1	103 Summer Help	\$2,800
Total Sewer Fund		\$7,350
18-451.03	103 Water Conservation-Parttime Clerics	\$1,890
18-451.03	301 Printing	\$200
18-451.03	352 Special Materials	\$600
18-451.03	358 Training	\$75
18-455.01	103 Summer Help	\$5,600
18-455.01	352 Dept. Materials	\$750
Total Water Fund		\$9,115
TOTAL PUBLIC WORKS		\$50,875

Reductions 1993/94 Budget
Electric

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
16-601.01	323 Professional Services	\$20,000
16-601.01	623 Refunds	\$72,400
16-604.09	324 Transportation (carry over)	\$36,000
16-604.09	511 Transformers (carryover)	\$40,000
Total		\$168,400

PUBLIC WORKS DEPARTMENT
WATER/WASTEWATER DIVISION

SUPPLEMENTAL BUDGET
REQUEST
1993 - 1994

RECLASSIFICATION SENIOR
PLANT EQUIPMENT
MECHANIC (2)

Fund Code: 17-18

Account Code: Various

Object Code: 101

☒ NEW Item or Program

☐ REPLACEMENT

Life Expectancy - N/A

Cost * \$4,930

(\$2,465/yr. Each x 2)

Miscellaneous

Tax

Trade-in

Total Cost \$4,930

JUSTIFICATION:

Reclassification is requested for two of the City's four Plant and Equipment Mechanics. Currently two mechanics are assigned to the Municipal Service Center. These mechanics specific duties are operation and maintenance of the twenty-four water wells, stand-by generators, chlorination systems, one Granulated Activated Carbon System and related equipment. Additionally, they maintain the sanitary sewer and industrial lift stations and storm pumping facilities. They will in the very near future be overseeing the operation and maintenance of possibly two more Granulated Activated Carbon Systems (GAC) at various wells (DBCP dilemma).

Additionally, the Mechanics trouble shoot reported problems in the water and wastewater systems to determine if a City or customer problem exists. The Mechanics are also responsible for locating all underground utilities (water, sewer, storm facilities) prior to any construction by homeowners and/or contractors.

Two other Plant and Equipment Mechanics are assigned to the White Slough Water Pollution Control Facility. These Mechanics do all phases of maintenance and repair a multitude of equipment and appurtenances at White Slough.

The current practice is a rotational schedule that moves all four Plant and Equipment Mechanics every 4 to 6 months between the MSC and White Slough.

Division management believes that due to the growing sophistication of both areas (Wells and White Slough) that it is unwise to continue a complete rotation.

It is our recommendation that two Plant and Equipment Mechanics be reclassified to Senior's and one be assigned to the MSC and the other to White Slough. This would give the Division continuity and reduce potential errors and oversites that have occurred. There would then be one person responsible for each area and responsible for assigning and following up on work.

* 7½% above existing Plant and Equipment Mechanic (For Budget purposes only).

PUBLIC WORKS DEPARTMENT
ENGINEERING

SUPPLEMENTAL BUDGET
REQUEST
1993 - 1994

ENGINEERING DIVISION -
ENGINEERING TECHNICIAN
I/II TO SENIOR
ENGINEERING TECHNICIAN

Fund Code: See below

Account Code: 301.01

Object Code: 100 Series

NEW Item or Program

XX REPLACEMENT

Life Expectancy - N/A

Cost \$ 5,972

Misc. \$

Tax \$

Trade-in \$

Total Cost \$ 5,972

JUSTIFICATION:

This request is for the reclassification of the Engineering Technician I/II in the Development Services Section to a Senior Engineering Technician level.

This request for reclassification was made this year (see attached materials) and, at the direction of the City Manager, has been included as a supplemental request in this year's budget.

FUNDING:

The total cost of this reclassification is \$4,998 in salary and \$974 in fringe benefits. Approximately 40% of this cost will be applied to engineering fee revenue. Thus, the net cost to the General Fund, including fringe benefits, is \$3580.



MEMORANDUM, City of Lodi, Public Works Department

To: City Manager
From: Public Works Director
Date: February 12, 1993
Subject: Jeannie Matsumoto, Engineering Technician III Reclassification

The Public Works Department recently asked the Personnel Department to evaluate Ms. Matsumoto's job duties for possible reclassification. We indicated this subject has been discussed for a number of years in the context of the entire Engineering Division and has been repeatedly put on hold. Of all the positions in this Division, her duties, in our minds, are clearly the most out of line with her classification. The response we received consisted of memos from the Personnel Director and you stating that reclassification studies were to be put on hold and any exceptions must be approved by you. We are requesting such an exception for the following reasons:

- 1) Ms. Matsumoto's duties involve subdivision plan checking and encroachment permit/counter work. Under any reorganization, these duties will still be there. The alternative is to use an engineer as we did many years ago.
- 2) Her performance of these tasks is not the result of unfilled vacancies or any other temporary circumstance.
- 3) The Division has one full-time equivalent position filled by a contract employee, which will be vacated this summer. Thus, we will have some additional flexibility in reorganizing, if necessary.
- 4) These tasks are one of the few General Fund positions largely funded by fees. As such, we have an obligation to staff it properly.
- 5) Last, and probably most important, it is the right thing to do. As noted in our previous memo (copy attached), this subject has been discussed for over two years. Ms. Matsumoto is not the kind of person to shirk duties or complain formally. We know she is upset by this situation and has spoken to her supervisors on many occasions about her situation. Whether we have four hundred employees or three hundred, it is important we treat them fairly. With possible reductions in staff, it will be even more important that the employees who are left feel they are being treated fairly.

We urge you to approve this request and direct the Personnel Department to proceed with this study.


Jack L. Ronsko
Public Works Director

JLR/RCP/lm

attachment

cc: Personnel Director
Assistant City Engineer

bcc: Jeannie Matsumoto
ENGTECH.DOC

[Handwritten initials]

F.12

MEMORANDUM, City of Lodi, Public Works Department

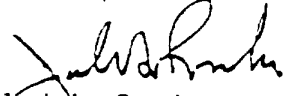
TO: Personnel Director
FROM: Public Works Director
DATE: January 26, 1993
SUBJECT: Reclassification of Engineering Technician II

Our Engineering Technician II in the Engineering Development Services Section, Jeannie Matsumoto, has requested her position be reclassified to Senior Engineering Technician. Jeannie feels she is working out of her classification based on the typical duties she has been performing for the last few years. She is the main Public Works permit counter person, issues most encroachment permits, checks subdivision plans and maps and confers directly with the engineers preparing these items.

This is not the first time Jeannie has discussed a reclassification with us. In the past, our response has been that we hoped to evaluate all the engineering positions at one time. In both the 1991/92 and 1992/93 budget submittals, we proposed an Engineering Division classification study and included a specific recommendation for the upgrading of this position. While we still feel this overall classification study should be done, we feel that in fairness to Jeannie Matsumoto, who has been very patient in this regard, and in light of the items she pointed out in the job specifications, the City should act on this request.

The specifications involved are attached. The Engineering Technician I/II specification contains little reference to development review duties. The Senior Engineering Technician specification clearly covers many of Jeannie's duties. In checking with other agencies, it appears these duties are usually handled by a "senior-type" technician or an engineer. We also noted that most agencies have more than the three levels of subprofessional classifications Lodi has.

Please review this situation and let us know how you wish to proceed so we can respond to this request.


Jack L. Ronsko
Public Works Director

JLR/RCP/Tm

Attachments

cc: Assistant City Engineer
Engineering Technician II

MPER9301/TXTW.02M

P.S. I've also attached our 1992-93 supplemental budget request related to this reclassification
JRH

ENGINEERING TECHNICIAN I
ENGINEERING TECHNICIAN II

DEFINITION

Performs sub-professional engineering office and field work involving surveying, drafting, minor inspection and design. This is a flexibly staffed class series in that a I level position may reasonably expect to progress to the II level with training and satisfactory performance.

DISTINGUISHING CHARACTERISTICS

Engineering Technician I - This is the entry level for the sub-professional engineering class series. Positions in this class are distinguished from the Engineering Technician II class in that they are not expected to be familiar with a broad range of subprofessional engineering functions but are expected to perform assigned duties responsibly given necessary training. As incumbents gain experience in the position, they progressively acquire the knowledge and abilities of the Engineering Technician II.

Engineering Technician II - This is the journey level class in the sub-professional engineering class series. Positions in this class are distinguished from the Engineering Technician I class in that they perform a broader range of sub-professional engineering tasks and are familiar with numerous office and field tasks. They are distinguished from the Senior Engineering Technician in that they are not expected to possess extensive, specialized knowledge in one or more engineering areas and do not regularly exercise indirect supervision over subordinates. Positions in this class normally are filled from the I level.

SUPERVISION RECEIVED AND EXERCISED

Engineering Technician I

Receives immediate supervision from higher level sub-professional engineering positions and from professional engineers.

Engineering Technician II

Receives general supervision from a Senior Engineering Technician and professional engineering positions.

Occasionally exercises indirect supervision of a technical nature over Engineering Technician I's, usually by assisting in their training.

CITY OF LODI
Engineering Technician
Engineering Technician II (Continued)

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Office

Uses drafting instruments; performs design work on less complex public works projects.

Prepares rough layouts, drawings, diagrams, and plans for public works projects.

Performs the computing and drafting operations involved in reducing field survey notes.

Calculates distances, ties, angles, area, stations, traverses, closures and construction quantities.

Lays out, draws, inks, traces, checks, and keeps maps up to date.

Refers to public records to obtain information necessary for projects.

Takes traffic counts and surveys.

Takes simple survey notes, does such engineering drawing as tracing maps and simple construction plans and diagrams.

Draws details from rough layouts of drawings.

Letters either freehand or with the aid of mechanical lettering devices.

Assists in maintaining drafting supplies.

Copies data, computes areas and tabulates readings.

Makes mathematical computations.

Operates blueprint machine.

Field

Operates transits and levels to determine distances, layout curves and establish ties in the preparation of a variety of preliminary locations, construction, property, and other survey work.

May serve as a working survey party chief working with subordinates in the observation, computing and recording of field data.

Determines lines, angles, distances, elevations, and keeps field notes of readings and observations.

Cleans and adjusts survey instruments.

CITY OF LODI
Engineering Technician I
Engineering Technician II (Continued)

EXAMPLES OF DUTIES

Field

Calculates cuts and fills for pipe and street work.

Takes relative compaction tests.

Serves as rodman or chairman in performing supervised work with an engineering survey party in the field.

In a training capacity, may operate transits and levels as instrumentman on the survey party.

Performs other related duties as required.

QUALIFICATIONS

Engineering Technician I

Knowledge of:

Drafting methods, techniques and equipment.

The principles and uses of algebra, geometry, and trigonometry.

Elementary engineering survey principles and practices.

Ability to:

Do simple drafting neatly and accurately.

Solve problems and make computations using algebra, geometry, and trigonometry.

Follow oral and written directions.

Experience and Education

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Experience:

No related working experience.

Education:

Completion of high school or its equivalent supplemented by courses in algebra, geometry, trigonometry, and mechanical drawing.

CITY OF LODI
Engineering Technician I
Engineering Technician II (Continued)

Licenses and Certificates

Possession of a valid Driver's License issued from the California Department of Motor Vehicles.

Engineering Technician II

In addition to the requirements of the Engineering Technician I:

Knowledge of:

Nomenclature, symbols, methods, practices, techniques, and instruments used in drafting, mapping, and surveying.

Ability to:

Perform a variety of office and field sub-professional engineering work.

Collect and analyze data.

Prepare neat and accurate construction plans, drawings and diagrams.

Interpret engineering maps, plans, construction standards and legal descriptions.

Understand and apply laws, rules and regulations.

Operate computers and learn various software programs.

Experience and Education

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Experience:

Two years of sub-professional engineering office or field work.

Education:

Completion of high school or its equivalent supplemented by courses in drafting, trigonometry, and surveying.

Licenses and Certificates

Possession of a valid Driver's License issued from the California Department of Motor Vehicles.

DEFINITION:

Under general supervision, performs advanced technical, sub-professional office and field work involving design, surveying, computers, development services, traffic or other technical engineering services; performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is a lead or specialist level in the sub-professional, engineering class series. Positions in this class are distinguished from the Engineering Technician II class in that they perform the most difficult and complex engineering support work and may provide lead direction and training to other engineering staff.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from professional level engineers. May provide lead direction over engineering technicians and others as assigned.

EXAMPLES OF DUTIES: Duties may include but are not limited to the following; depending upon engineering assignment.

Performs complex drafting and mapping assignments using manual or computer-aided methods; prepare layouts, plans, specifications and other designs for various public works projects from engineer's instructions and notes.

X Checks parcel and subdivision maps for compliance with codes, policies and procedures; determines and lays out controls for aerial photogrammetry.

Reduces survey field notes, prepares quantity take-offs, material quantities and other engineering tasks using a programmable calculator; maintains and updates accurate records, survey data and progress reports.

Performs topographic surveying, using electronic equipment, setting lines, grades and taking measurements.

Performs construction staking based on plans and technical directions of project engineer.

May plan, monitor, evaluate work and train subordinate technicians, depending on assignment.

Provides technical support to traffic engineer by conducting field and office studies, assessing speed limits, traffic counts, vehicular and pedestrian volumes, parking data and traffic controls.

Analyzes traffic and accident data from field studies and computerized information, plotting them on maps and assists the traffic engineer in determining improvements.

Prepares layouts, drawings, written reports, memoranda and letters for presentation to City Council; responds to citizen complaints or inquiries.

X. Researches and prepares property descriptions, annexation descriptions, easements and rights of way; processes street rights-of-way.

EXHIBIT A

Supervises the preparation of utility inventory records and maintains utility system maps.

- X Answers questions and confers with contractors, property owners, engineers and representatives of other government agencies regarding assigned areas of expertise.

Provides lead direction in the operation of microcomputers for engineering recordkeeping, graphics, surveying and other engineering applications; develops engineering applications for computerized recordkeeping using various data base software.

MINIMUM QUALIFICATIONS:

Knowledge of:

Principles, practices and terminology of varied engineering technical support work including drafting, mapping, traffic control, field inspection and field survey.

Common public works construction methods and materials, and inspection.

Principles of algebra, geometry and trigonometry.

Computer applications related to engineering mathematics of drafting problems; principles and techniques of data base management.

Standard office practices and procedures.

Data collection and analyses methods.

Ability to:

Plan, assign, review and train others in work procedures.

Perform technical engineering support work in a variety of areas.

Use drafting tools and equipment and prepare skilled layouts, maps and graphic materials.

Analyze technical engineering and statistical information, evaluate alternatives and make sound recommendations.

Maintain records and prepare clear and concise reports and correspondence.

Make accurate field inspections.

Establish and maintain effective working relationships.

EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education:

Completion of high school or its equivalent supplemented by courses in drafting, surveying, and computer science.

Experience:

Three years of sub-professional engineering office or field work, including design, survey, traffic or inspection.

College level courses in Civil Engineering, hydraulics, statistics, surveying or graphics can be substituted on a year for year basis for up to two years of experience.

LICENSES AND CERTIFICATES:

Possession of an appropriate, valid Driver's License from the California Department of Motor Vehicles.

RECLASSIFICATION OF ADMINISTRATIVE CLERK II
TO RISK MANAGEMENT TECHNICIAN
1993/94 BUDGET

When the position of Administrative Clerk II was created in the City Manager's office in 1990, it was difficult to fully delineate its complete scope of responsibilities. This position acquired responsibilities for administration of workers' compensation and general liability programs at its inception. These responsibilities were transferred from the Personnel, City Clerk and City Attorney offices. Initially, this position performed secretarial duties. However, the responsibilities rapidly increased to include more pro-active efforts towards developing communication linkages between Associated Claims Management, Inc., Insurance Consulting Associates, departments, attorneys, physicians and City Administration. This position also played a role in developing systems designed to streamline work flow and reduce claims.

In addition to its risk management function, this position also has solid waste management responsibilities which include processing of refuse rate reduction applications, preparing agenda and minutes for the Solid Waste Management Task Force meetings, answering innumerable inquiries from residents regarding use of the new collection system and refuse fees, and communicating with California Waste Removal Systems on collection system issues.

The following qualifications are essential in order to maintain the level of service which has developed. A working knowledge of the practices and procedures of workers' compensation third party administrators is a must. An ability to decipher legal documents, meet legal deadlines and knowledge of the legal system is also essential.

The ability to simply perform clerical tasks is not sufficient for this position. Workers' compensation has numerous inherent deadlines (trial dates, medical evaluation, permanent disability awards) which must be observed. Failing to take certain actions on particular dates or overlooking significant details associated with cases can translate into financial losses for the City. This position is also responsible for highly sensitive, confidential issues. These qualities are not normally found in a traditional Administrative Clerk II position.

The employee must also possess the ability to observe systems and procedures and recognize ways to improve, or replace them with superior alternatives. Third party administrators traditionally do not receive compensation on the basis of their ability to reduce the number of claims submitted to the client. In fact, the converse is often true, the greater the number, the greater their compensation. This position calls for an individual who can effect system improvements in a pro-active manner. The objective of these improvements is to reduce the number and severity of claims. This requires both technical skills as well as human relations skills. The position must be able to develop and maintain friendly working relationships with employees in order to elicit their continued cooperation.

In addition to the responsibilities of this position outlined above, many new responsibilities have been added. With the creation of the Economic Development Coordinator, several safety responsibilities have been transferred. Some of these duties include:

- SB 198/Cal-OSHA regulations
- Hearing tests/Hepatitis shots/Flu shots
- Safety committee co-chair
- Safety buck program
- Completion of safety glasses program
- United Way

On top of all this, the City is attempting to initiate a wellness effort which is necessary towards reducing the frequency and severity of injuries such as heart attacks. Other duties are also assigned to this office such as analysis of the City Code Enforcement Program.

Over the course of this position these accomplishments have been realized:

Number of litigated claims are down (only 4 in the past 12 months)

Temporary Disability hours have been reduced: 1991 8,084.50
1992 5,568.50
estimated for 1993 2,650.00

This represents a savings of approximately 67% of total temporary disability hours over the last two years. The use of temporary disability hours has several negative spin-off effects. The longer an employee is away from work, the greater the probability that other costs such as medical treatment will escalate. The containment of temporary disability hours is a keystone of the entire workers' compensation system. To keep these number under control, it is imperative that the City maintain its current level of effort.

There is widespread agreement in the State of California that the workers' compensation and general liability systems are out of control. This situation, especially regarding workers' compensation claims, is damaging not only to cities which must incur huge losses, but also to applicants. In worst cases, employees can become entangled in a ponderous system which demands a great deal of their time, energy and effort. This position helps to facilitate and simplify the complex system we must manage. By explaining workers' compensation laws, practices, and procedures regarding litigated and non-litigated claims to employees, the level of communication has increased and misconceptions regarding this system have been reduced.

RESOLUTION NO. 93-111

A RESOLUTION OF THE LODI CITY COUNCIL
ADOPTING THE RECOMMENDED 1993-94 OPERATING BUDGET ADJUSTMENTS

BE IT RESOLVED, that the Lodi City Council hereby adopts the recommended 1993-94 Operating Budget adjustments, as set forth in Exhibit A, attached hereto and incorporated herein by reference.

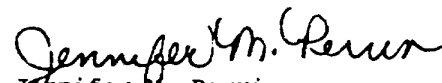
Dated: September 1, 1993

I hereby certify that Resolution No. 93-111 was passed and adopted by the Lodi City Council in a regular meeting held September 1, 1993 by the following vote:

Ayes: Council Members - Mann, Sieglock, Snider and Pennino
(Mayor)

Noes: Council Members - Davenport

Absent: Council Members - None


Jennifer M. Perrin
City Clerk

RES93111/TXTA.02J

Reductions 1993/94 Budget
SUMMARY

EXHIBIT A

FUNCTION	AMOUNT
ADMINISTRATION	\$2,205
CITYWIDE ACTIVITIES	\$152,505
COMMUNITY DEVELOPMENT	\$3,440
FINANCE	\$21,990
POLICE	\$31,775
FIRE	\$500
PARKS AND RECREATION	\$33,185
PUBLIC WORKS	\$50,875
ELECTRIC	\$168,400
TOTAL	\$464,875

Reductions 1993/94 Budget
Administration

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
10-001.1	316 Auto Allowance	\$250
10-035.1	315 Conferences	\$500
10-040.1	315 Conferenices	\$905
10-040.1	399 Supplies NOC	\$300
10-040.1	501 Office Equipment	\$250
Total		\$2,205

Adjustment 1993-94 Budget
City Wide Activities

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
27-020.03	Transfer from LTD Fund	\$45,745
Various	Adjust Unemployment Insurance costs	(\$8,565)
10-020.5	343 Property Insurance	\$4,000
	Life Insurance Rebate	\$31,000
	Subtotal	\$72,180

Position Reductions
1993-94 Budget

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
UNKNOWN	Clerical Position (9 months)	\$23,825
	Partime Hours	(\$8,000)
10-201.01	Batt. Chief 3 months	\$19,295
10-752.08	Eliminate Prks Ranger	\$38,105
10-752.08	Add Partime Hours	(\$15,000)
10-302.1	Eliminate Traffic Eng. Assist. (Cartwright)	\$22,100
	Subtotal	\$80,325
TOTAL		\$152,505

Reductions 1993/94 Budget
Community Development

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
10-045.02	102 Overtime	\$1,040
10-045.02	313 Software	\$1,500
10-045.02	350 Tires and Tubes	\$400
10-045.02	358 Training	\$500
Total		\$3,440

Reductions 1993/94 Budget
Finance

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
10-050.01	102 Overtime	\$190
10-050.05	102 Overtime	\$200
10-050.05	103 Parttime	\$4,100
10-050.07	103 Parttime	\$1,800
10-050.02	313 Software	\$3,000
10-050.02	334 Repairs to Bldgs	\$500
10-050.02	359 Small Tools	\$250
10-050.03	313 Software	\$5,000
10-050.05	315 Collection Conference	\$500
10-050.06	315 AS 400 Tech. Seminar	\$4,000
10-050.06	358 Training	\$1,000
10-050.07	315 Public Parking Conference	\$750
10-050.07	358 Parking Seminar	\$400
Total		\$21,990

Reductions 1993/94 Budget
Police

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
10-103.1	102 Reduce Overtime 5%	\$275
10-103.2	102 Reduce Overtime 5%	\$13,500
10-103.3	102 Reduce Overtime 5%	\$3,000
10-103.1	301 Printing	\$500
10-103.1	306 Safety Equipment	\$2,000
10-103.1	307 Office Supplies	\$1,000
10-103.1	313 Software	\$9,000
10-103.1	323 Professional Services	\$500
10-103.1	352 Dept. Materials	\$1,000
10-103.1	355 General Supplies	\$1,000
Total		\$31,775

Reductions 1993/94 Budget
Fire

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
10-201.01	399 Supplies NOC	\$500
Total		\$500

Reductions 1993/94 Budget
Parks and Recreation

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
10-702.01	103Partime Playgrounds	\$4,000
10-702.02	103Partime Teen Sports	\$10,000
10-702.03	103Partime Misc., indoor/outdoor	\$1,685
10-702.04	103Partime Acquatics	\$10,000
10-752.01	352 Special Dept. Materials	\$3,000
10-752.01	359 Small Tools	\$500
10-752.03	359 Small Tools	\$4,000
Total		\$33,185

Reductions 1993/94 Budget
Public Works

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
10-351.1	103 Partime	\$4,040
10-351.1	104Severance Pay	\$6,370
10--351.1	335 Reduce Janitorial City Hall & Police	\$5,400
10-302.1	307 Office Supplies	\$700
10-302.1	313 Software	\$2,000
10-302.1	358 Training	\$500
10-503.4	352 Special Dept. Materials	\$4,500
10-503.5	352 Special Dept. Materials	\$200
10-503.6	520 Spraying Contract	\$1,500
10-503.8	520 Lane striping	\$2,500
10-503.9	331 Repairs to Machinery	\$1,700
10-503.9	335 Maint Contracts	\$2,500
10-503.9	352 Special Dept. Materials	\$1,500
10-504.1	352 Parking lot repaint	\$1,000
Total General Fund		\$34,410
17-403.1	103 Partime Clerical	\$4,550
17-403.1	103 Summer Help	\$2,800
Total Sewer Fund		\$7,350
18-451.03	103 Water Conservation - Parttime Clerica	\$1,890
18-451.03	301 Printing	\$200
18-451.03	352 Special Materials	\$600
18-451.03	358 Training	\$75
18-455.01	103 Summer Help	\$5,600
18-455.01	352 Dept. Materials	\$750
Total Water Fund		\$9,115
TOTAL PUBLIC WORKS		\$50,875

Reductions 1993/94 Budget
Electric

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
16-601.01	323 Professional Services	\$20,000
16-601.01	623 Refunds	\$72,400
16-604.09	324 Transportation (carry over)	\$36,000
16-604.09	511 Transformers (carryover)	\$40,000
Total		\$168,400